

PROGRAM: Support Services

TITLE: Housekeeper/Laundress

PRIMARY FUNCTION/PURPOSE

Maintain the facilities of the Emergency Shelters and the Residential Treatment Center in an orderly and sanitary state; provide clean laundry and children's clothing for shelter operation on a daily basis seven days a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Housekeeping

1. Change the linens on each bed daily (change only beds that are used) or directed by the Vice President Residential Services
 2. Strip and disinfect beds of children discharged on the day of their discharge under direction of the Shift Supervisor. Disinfect with Sandi Wipes or a solution of five parts water to one part of bleach. Strip the bed down to mattress cover, use a Sandi Wipe to wipe down the mattress cover or use a spray bottle to spray the mattress cover top and sides and bed railing, wipe with towel, let dry and then re-make the bed with clean linen.
 3. Vacuum all carpets daily. Do not commence vacuuming until at least 7:30 AM. Wipe down all baseboards following vacuuming.
 4. Daily clean and mop all children's sleeping areas that are not carpeted.
 5. Clean and vacuum all office areas daily Monday through Friday
 6. Maintain all restrooms in a clean and sanitary state regardless of the time and number of times cleaned in a day; as a minimum, clean all restrooms in the facility, to include Higa House and classrooms as follows:
 - Sleeping areas--twice daily
 - Reception areas--twice daily
 - Restrooms on the 2nd floor Cedar--once daily
 - Higa House--once daily unless used for children then twice daily
 - Schoolhouse Cedar--twice daily (noon and after school)
 - Clinics--daily before 5 PM
- Using a checklist provided by Supervisor insure restrooms are serviced daily to include:
- *paper towel and toilet paper dispensers are full
 - *insure soap dispensers in all restrooms are full
7. Vacuum the Toddler's Learning Center twice daily, once in the morning and once in afternoon.
 8. Sweep the Atrium Cedar area twice daily with a broom.
 9. Check room deodorizer's daily and report those needing service by work order to maintenance
 10. Clean the inside of all windows of the Cedar and Higa House once a month. Windows in other facilities cleaned by contract.
 11. Dust furniture, shelf areas, light fixtures, and fire alarm stations weekly.
 12. Maintain a good working relationship with co-workers and volunteers.
 13. Responsible for your own personal safety, your co-workers, and others that might enter your work area
 14. Perform other duties as assigned by Supervisor.

Laundry

NOTE: It is imperative gloves are used in handling soiled laundry

1. Wash, dry and fold all clothing, sheets, and towels.
2. Sort clothing and return to each dorm area
3. Store clothing in laundry area in labeled cabinets.
4. Check all dorms for dirty clothing in hampers.
5. Insure all soiled laundry is deposited in labeled hampers.
6. Insure the lint compartments of the dryers are cleaned at the end of each day to avoid fire hazard.
7. Report washing and dryer machine malfunctions to your Supervisor in a timely manner.
8. Perform other duties as assigned by Supervisor.

GENERAL EXPECTATIONS

Incumbent will report for work as scheduled on time.

Tasks outlined in this job description and subsequent checklists are completed timely.

Facility is kept clean and sanitary.

Restrooms are maintained in a high state of cleanness and sanitation

Laundry is done in a timely manner

Clean clothing, bedding, and towels are folded and put away

Beds are made daily and disinfected as needed.

REQUIREMENTS

1. High School diploma or equivalent preferred
2. One year experience in housekeeping and laundry.
3. Ability to maintain a neat and clean environment.
4. Willingness and ability to work effectively with co-workers (teamwork)
5. Effective time management skills; ability to organize work.
6. Favorable personal background check.
7. TB Test annually
8. Capable of standing and working on your feet for long periods of time.
9. Capable of going up and down stairs repeatedly during a day.
10. Capable of bending and stooping repeatedly during the day.
11. Capable of lifting and carrying at least 20 lb. of laundry repeatedly during the day.
12. Capable of lifting a mop bucket filled with water weighing 20# and emptying into a sink
13. Ability to engage and communicate effectively with persons from diverse cultures and communities, as from different groups, including children, their parents, agency colleagues, support staff members, supervisors, and administrators
14. Maintain working telephone or alternate means of contact

DESCRIPTION OF THE WORKING ENVIRONMENT

Work is primarily inside with some tasks done outside. The stress and strain of cleaning numerous areas, making beds daily and doing numerous loads of laundry daily requires a person being of good health and spirits to sustain the activity necessary to carry out the duties and responsibilities of this position. Hours of work are 7:30 AM to 4:30 PM in accordance with published schedule (4 days on and 2 days off) with one hour off for lunch. Hours are subject to change by Supervisor.

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIPS

Supervised by: Site Facility Manager or in absence of Site Manager, Supervisor
Maintenance and Repair Section

Supervises: Not Applicable

Drivers License # _____ Expiration _____

Incumbent: _____ Date: _____

Reviewed by: _____ Date: _____

If interested, submit internal application to Nell Gonzales, Human Resources Coordinator, by 5:00 p.m. by Monday, April 7, 2008.